THE

Compleat Writing Maſter.

A

COPY BOOK

Furniſhed with all the moſt uſefull hands now practiſed by the beſt Artiſts in *London*.

Together

With ſuch plain and eaſie directions for young Learners, that they may in a ſhort time (without the help of a teacher) fit themſelves for any Trade or Imployment whatſoever.

With Directions for the making of all ſorts of Knots or Flouriſhes.

Invented, Written, and Engaven, By E. Cocker.

LONDON,
Printed for *Tho. Baſſet* at the *George* neer *Cliffords Inn* in *Fleetſtreet*; and *Robert Pawlet* at the Bible in *Chancery-lane*, 1670.

To the READER.

THough the ſeveral Works in this kind which have taken wing from my hand, clearly manifeſt the Employment of my Talent to the publick Good, and Advancement of Art. *Which being furniſhed with Examples in VVriting applicable to all manner of Imployments, may be preſum'd to comprehend the Buſineſs of Clerkſhip as to the Pen. Yet Experience informs us that ſuch perſons as are deſigned for the Law, and have learn'd of* Writing *Maſters thoſe Hands which they of courſe teach to all, or thoſe who being by their Ingenuity prompted to Self-Tuition have practiſed by Examples (probably improperly choſen) in the prementioned works. Yet ſuch, I ſay, at their Entrance into Law Buſineſs, generally fail of Writing according to their Maſters deſires, and the Nature of their Imployments: For they do not only find, that, handſomly to perform the Court and Chancery Hands, with their many Variations, and Abbreviations, (which are here deliver'd) to be a Work of great difficulty: But alſo in Concernments, requiring other hands, as Engroſsments, Breviats, Copies, &c. They are commonly unable to Expreſs their Clerkſhip by Writing every ſuch Buſineſs in a hand peculiar to it.*

Therefore for the accommodation of young Clerks I preſent them in this Copy Book with hands proper to all their Occaſions, and Directions *proper to all thoſe Hands. That nothing might be wanting wherewith they may be profitably pleaſured by the Endeavours of*

To make a Pen.

HAving a good Pen-knife, and that a good Edge, Take the firſt, ſecond, or third Quill in a Gooſe wing, let it be round and clear, and having ſcraped it with the back-edge of your knife, till the filme or thin skin be ſcraped off; hold it in your Left-hand, with the feather end from you, betwixt your Fore-finger, Middle-finger, and Thumb; in the ſame manner as you hold the Pen in your right-hand when you write. Then beginning even in the back, cut a ſmall peice off ſloping. And to make a Slit, enter the edge in the middle of the firſt Cut; that is, even in the back of the Quill; which done, put the end of another Quill in, or the peg of your Knife-haft, if it has one, and laying your Left-hand Thumb hard on the back of the Quill ſo far as you would have the Slit to go, ſuddenly twitch up the Quill which you put in, or the peg, and ſo make the Slit. Then cut off ſo much more as may proportion the Slit exactly to the length you intend it; next cut a piece off ſloping from the other ſide above the Slit, and faſhion the Nib, by cutting both the ſides equally down, in doing which, turn the Knife toward the back of the Quill. Then place the Nib on the nail of your Left-hand thumb, and to end it, draw the Edge into it ſlanting, and being half thorough, turn the Edge almoſt down-right and cut it off.

The Pen muſt be fitted for all Hands, according to the Obſervations delivered in the Directions for every Copy.

To hold the Pen.

HOld the Pen in your right-hand, with the hollow-ſide downward. On the left ſide thereof place your Thumb riſing in the joint: On the right ſide place your Middle-finger near half

an

an inch from the end of the Nib, and your Fore-finger on the top, a ſmall diſtance from your Thumb; hold thoſe two fingers ſtraight forth. Place the next finger on your Little-finger. And on the end of your Little-finger reſt and move your Hand. Be ſure to hold the pen gently, for a hard griping thereof makes the fingers weary and hinders the freedome of the hand. Alſo lean lightly on your pen, and for a full ſtroke lean a little harder then for a ſmall ſtroke, look on the nib of your pen before you write, leaſt any hairs hang therein, or be too full of Ink to prevent blotting.

To Sit to Write.

CHooſe a fore-light, or one on the left-ſide. Sit upright, with your Body from the Board or Desk whereon you Write. Let your Book or ſheet of Paper lie even before you, or a ſmall matter inclining toward the left, from which bear your Face the diſtance of a ſpan. Turn neither your Head nor Body, to one ſide, nor to another: Draw in your right Elbow. Turn your hand outward, and bear it lightly: Stay the paper with your left-hand, and lean not hard on your Armes.

☞ Draw your hand ſtraight under the Line as you Write, and uſe it to a Conſtant ſwift Motion.

The beſt Directions to learn to Write.

1. RUle your Paper with double lines at ſuch a diſtance the one from the other as the Letters are in depth which you intend to write, which may be done by cutting a quill forked, and ſo rule with it, or elſe with a pair of compaſſes, and ſo you will keep your heads and feet of your Letters even, which is very gracefull in writing. 2. Draw your Letters firſt over with a black lead penſill, and then draw them exactly with a pen and ink, and by ſo doing, your hand will in a little time be brought to produce the true ſhapes of the Letters. 3. When hair ſtroaks are requi-

red, use the left corner of your pen lightly, observing to turn the pen towards you, and lay your pen flat when you are to write any full stroak. 4. Turn your pen towards the edge when a stroak begins small and incline it to a flat as the stroak encreases to a full. 5. All Letters must increase or decrease every way according to the size of the hand you write.

Directions for a full Secretary or an Ingrossing hand on the second Leafe.

THis is not a perfect Set Secretary, yet a Hand that bears as full a Body, and may be written with more dexterity; nor is it like to be of less Duration. For which an able Pen, with a broad, well-cut Nib, will be most proper, which you must first try, to prove whether it agrees with the size of the hand or not. Then imitate the small Alphabet, and take such Letters together as may be helpful to the making one of another, as first, *c, a, q, g, o, d, d*; then *i, r, m, n, u, w, x, v, p*; then *l, b, h, k, f, f, l, &c.* Observe to apply the left corner of the Pens Nib, where strokes require to be small, and incline it to a flat where they require to be full, expressing the true rounds and squares in every part.

If you do not diligently observe the true Cut and Carriage of each Stroke and Letter at first, you may write and write from time to time, but never deserve the Title of an Exquisite Pen-man.

The Letters in this Copy stand not exactly upright, but incline toward the Right-hand, and are rendred thereby more dexterous.

The order for the likeness of Letters may be observed in the Capital Alphabet. As first, *E, C, T, Q, O, G*; Then *B, P, M, W, D, W*; So *H, K, K, A, F, D, S, H, Y, Z*; *&c.*

In Joyning keep the distance of the (*m*) strokes from letter to letter, and the space of a small (*o*) from one word to another.

Directions

Directions for the Copying hand on the third Leafe.

THis requires the moſt dexterity and Command of any Hand. Therefore when you Write this, let your Ink be thin, and your Pen made of a good ſecond, whoſe Nib and Slit muſt be long.

Cut the Nib even, leave it broad enough, and do not weaken it by paring. The ſmall Letters herein run upon the ſquare, but a full-bodied round hand in buſineſs of this Nature may do as well. How-ever, that Buſineſs may wheel away freely; all Letters that can joyn, muſt be dexterouſly united. The Capitals are beſt perform'd, as I produced theſe, by a clever command of hand, advancing my Arm above the Paper, and whirling them away boldly.

Such kind of Capitals as are written herein are moſt proper to this ſquare Hand. Yet thoſe who fancy a round Hand for Copying, may daſh in Capitals of all ſorts, as *Roman*, *Italian*, *&c.* I ſhall not here inform Clerks how much they are concerned in Buſineſs of this nature, nor to write too many words in a Line, nor to ſet their Lines too cloſe together.

Directions for the Mixt Hand on the fourth Leafe.

LEarn the ſmall and great Alphabet till you can make theſe Letters, like unto thoſe by which you write, and practice by thoſe letters firſt, whoſe coherence or affinity renders them helpful one to the making of another; as for example of the (i) the (b) and the (l) very near all the Letters of the ſmall Alphabet are compoſed, ſo that if you make an (o) and adjoyn a minnum or (l) to the right ſide thereof, it becomes an (a,) if the (o) be affixed to the right ſide of the (l) at the foot it makes a (b) and ſo by theſe few examples you may make obſervations of all the reſt of the Alphabet.

Directions

Directions for the hands for Breviats and Petitions on the fifth Leafe.

HErein you have first a small, sharp, close, mixt Secretary hand, for which a fine nibb'd Pen, made of a hard Quill with an indifferent slit will be best. I shall not need to trouble you with many Directions for this hand. For such as have laid a good foundation, by ingenious imitation, and industrious practice of the Engrossing-hand, may with some small Observation and Exercise, write this hand according to their own desires.

This being only a Descent from that hand, as for the round mixt Cursary hand delivered in the other three Lines of this Leaf containing the great and small Alphabets: It may best be written with a fine long nibb'd pen, and much dexterity. For there is no other way then by a sprightly clever motion of the hand to command it. When you have accustomed your hand to a ready Application of the Edge and flat of the Pens Nib, you will then produce the sweet smallness, and bold fulness of Stroaks to Admiration.

Directions for the Roman hand on the sixth and seventh Leafe.

1. OBserve the Directions to learn to write as before delivered.
2. Keep all your Letters with stems exactly of one height.
3. Let all Letters with whites as the (a) (b) (d) (g) & c. have the same compass from side to side, they must not be absolutely round, neither must they be narrower then those in the Copy.
4. All stems must wave or bend in their bodies in the making of which you must turn the Pen in your hand a small matter towards the right.
5. To make the heads of long letters, you must lay the Pen to a flat, and turn it towards the right, and then bring it to a point, and from that draw down the stem.

6. Every

6. Every letter of the ſame name muſt be of the ſame bigneſs.

Directions for the Italian hand on the eighth Leafe.

1. PRactice to make Ovalls till you can make them exactly well, and let them be of the ſame ſize with the ſmall (o) in that ſort of *Italian* which you intend to write placing them the ſame way as the Letters therein ought to lye.

2. Practice the Letters which have greateſt dependancy thereon.

3. Immitate the ſmall (i) that being the Parent of all Minnums.

4. Endeavour the right in making of the (l) which when you can do, all letters with ſtems will be with eaſe performed.

5. Obſerve to make one Letter well before you begin another.

6. In joyning hand obſerve your copy for full ſtroak, fine ſtroaks, diſtance of one letter from another, and one word from another, and when you take your pen off at the finiſhing of a letter, bend your hand extreame lightly.

Directions for the making of Knots and Flouriſhes on the ninth Leafe,

THis page preſents the way of making Knots proper to Text Capitals. It is a peice of Art which hath not till now been publiſhed by any, and is ſo plainly delivered, as that any Practitioner may thereby be ſufficiently informed, as to the making of all ſuch Knots: For they being therein gradually performed, the ſame order being obſerved, ſuch as are ingenious may branch them out to innumerable variations.

Obſer-

Obſerving

1. To make all their Circumferential or Circular parts exactly true, free from flatneſs.
2. So to wave, or bend the Body-ſtrokes of the firſt ſort of Knots therein preſented in the form of a great *Italian* (*S*) as that they may not be rendred unpleaſant to the Eye by any ſtiffneſs or lameneſs.
3. To make the Strokes equidiſtant one from another.
4. To give every Stroke its true Full and Small.
5. To have a great care in the Exact proportioning of all the parts of the other Knots.
6. To cloſe the parts of all with ſuch Clearneſs and true carriage as that they may ſeem to have been commanded freely without taking off the Pen.

Directions for to make the great Text Letters with Flouriſhes on the tenth and eleventh Leafe.

THis Copy contains the moſt material words for Texting written in the moſt uſeful ſize. To make a Pen for this Hand, take a large, hard, round, clear, ſecond Quill, and rive the ſlit up toward the middle thereof, let the ſlit be of a moderate length, and proportion the Nib to the breadth of the Stroaks. If the Quill be too thick, pare the nib a ſmall matter on the back. End the Nib at one even cut almoſt downright, and leave the Corners thereof exactly ſquare and ſharp.

Before you imitate Letters, uſe your hand to draw full Strokes, ſuch as the ſtems and Bodies of Letters, exactly even down, neither inclining to the right hand nor to the left. And acquaint your ſelf with the uſe of the Edge, and left Corner of the Nib, in the making of all ſmall ſtrokes, and

and in the nice concerning of all Letters. After that imitate the Alphabet, make their heads first, then draw the body strokes of Straight Letters almost down to the Line which you write on with one continued poise of hand; which done, take up the Pen, and turning the nib toward your left hand, lay it almost flat, and so make the square Ground strokes. Your own Eye will inform you, which Letters require like Whites and Compassings, and how to proportion the distances of letters and words.

To make the great C. and the small Text letters on the twelfth Leafe.

FIrst draw the two longest and middle full strokes of the head, then draw the other on both sides, and after, the uniting Cross-strokes. The flourishes of the head you may make with a small Pen. Observe the same order in making the Body, draw down the two middle strokes first, then draw the rest; keeping Equidistances. Close the body with cross Hair strokes. Lastly, draw down the Circular single stroke on the other side, and make the Knot within according as is directed in the *Diagrams*, a large Page for making of such Knots.

Directions for the large Court or Exemplifying hand on the thirteenth and fourteenth Leafe; also for the small and running Court hands, with their Abreviations on the fifteenth and sixteenth Leafe.

HEre in the first of these two Leaves you have the great and small Letters dissected, or (as it were Anatomiz'd) which is the best Foundation that can possibly be laid for the true writing of all sorts of Court hands.

For here we proceed gradually to their making, part after part, till every one is completed.

Let the Nib of your Pen be as broad as the body ſtrokes; for though this be a full hand, the Pen muſt be but little forced in writing thereof. Cut the left ſide of the Nib ſhorter then the right, let not the ſlit be too long, for that may occaſion a Diſproportion in the breadth of the body ſtrokes. Cut the Nib almoſt downright, and leave it exquiſitely ſharp and well corner'd. When you write hold not the Nib directly forth, but turn the hollow from the left toward the right hand inward, ſo may you cut the hair ſtrokes, and draw down the Bodies excellently. All ſtraight bodied Letters muſt either ſtand exactly upright, or incline their heads toward their left hand, which is an Errour on the right hand in this Hand. In expreſſing all full ſtrokes, the Pen muſt be carried ſteadily and boldly, continuing an equal breadth, but where the faſhion of Letters requires the contrary.

The Breadth of the minums or ſtrokes of the m, n, & u, are the beſt rule for the diſtance one from another, which may ſerve with a ſmall Allowance for the whites of the a, d, g, o, p, q, b, v x, and y.

The down-right Body-ſtrokes of the Capital J with the Stems of the ſmall b, h, k, and l, Likewiſe the perpendicular Accute ſtroke drawn thorough the bodies of the Capital C, E, G, Q, Q, and T, muſt be all of like length.

As in other hands, ſo in this, thoſe Letters which have likeneſs of Bodies may be helpful to the making one of another. As in the ſmall Letters the a, r, t, then i, m, n, u, then o, b, g, q, then l, b, h, k, long ſ and f, &c. In the Capitals B, D, then C, E, T, then Q, G, Q, &c.

After

After you can make all the Letters readily and exactly by their parts without looking in the Copy proceed to Joyning. And then

The Pen must be as seldome taken off in the making of all Letters as may be ; and where you are to express the parts of Letters, full contrary to the Pens natural carriage, as in the heads of the Capital A, B, D, and J : Also those of the small E, b, f, and p, with the inverting or returning Particles of those and many other Letters. You must to express such parts, draw their hair strokes with the Pens left corner, or the Edge, laid flat, and at the Angle apply the full mouth of the Pen, and so steadily without wavering force it up to the top of the Letter, then draw their Stems or body-strokes as is before directed.

Such Letters whose bodies may be conjoyn'd in the writing of Words must not stand at a distance. Straight bodied Letters consisting of perpendicular strokes will not admit of Conjunction with those of like uature, otherwise then by uniting Lines, as Minums are conjoyned, or else by cross bars, as those drawn thorough the a, ff, and f, by which those Letters are coupled when they at any time chance to stand together ; which strokes may also properly unite any other Letters to those aforesaid when they follow in Words. Whatsoever Compass Letters follow those of straight bodies in one and the same word, part of their bodies must be drawn into the bodies of the preceeding Letters. And if straight Letters do still follow them, they must also be drawn into the sides of their bodies. As in the word *Pern* in the second Copy of this Hand. When (x) followes (o) in a word, a round (r) must be made, as in the word *Gregorium*.

When two together follow an (o) the first must be round, the next long, as in the word Mcorrib.

When (b) begins or ends a word, a short one must be made, and when it falls single

or double in the middle of a word, one or two long ones must be made, as in *sua*, and *versus*.

There are two Characters for (&) one to be used when it is inclusive, the other when exclusive; these are delivered in the second line of the fifteenth Leafe, *&c.* Wherein is delivered not only the small Court-hand (for which these directions may indifferently serve, by only varying the Pen according to the size of the hand, and cutting the left side of the Nib shortest) But the four last lines of this Copy, contain all the Abreviations used in Law business, wherein this, or the larger before, or the Running Court-hand which follows, are written with their Explications to every one adjoyn'd in the same Hand.

The sixteenth Leafe contains the great and small letters, with a joyn'd Copy of Running Court-hand, wherein Writs are written, and other Cursory Business.

Directions

Directions for Chancery Hand on the seventeenth Leafe.

HErein is first presented the Alphabets of Great and Small Letters to the Cursary Chancery, and next two Lines of Joyning of the same Hand.

Lastly, you have the Alphabets of Great and small Letters to the Set Chancery.

The Letters of this Hand stand more square, are shorter, and require to be fuller-bodied than those of Court-Hand. The same kind of Pen is requisite for this Hand, as for the Court.

Many Letters of this Hand resemble those of Court-hand, and those which do not, are not difficult to make. I shall therefore refer this to the Ingenuity of such whose occasions require the knowledge thereof, and wish all Practitioners good success.

General Rules.

A Fore-light, or a Left-side light is best.
Sit up-right, from the Desk *bear off your breast;*
Your Paper, and Right-arm *lay strait, each Hand*
Fit with a Pen. Use will command Command.
Keep Letters even at foot and head, and lay
All Letters Bodies in one piece and way.
Full strokes the flat, small the Pens edge require;
And Compass letters equal Whites desire.
All down-right strokes, and such as do descend
From left to right, make full. Such strokes as tend
Down-ward from right to left make small, and let
Shades against shades, lights against lights be set.
Fit Depths and Distances, true full and small
With right Proportions kept in all, is All.

Vale.

FINIS.

The Young Clerks President

A COPY-BOOK

Containing Examples of all Hands proper to Clerk-ship, and Directions peculiar to all those Hands

with **Diagrams** for the making of Knots.

Invented, Written, and Engraven By Edward Cocker.

Sold by Robert Crofts at the Crown in Chancery Lane 1664

The Breakes of sett Secretary Letters. 1 2 3 4 5 6 7 8 9 0

Edward Cocker

Engrossing Hand.

A B C D E F G H I K L M
N O P Q R S T U W X Y Z

And the said Rowland Corman
for himself & his Heires Executors
Administrators & Assignes and for every of
them doth covenant promise and grant to
A a b b c d e e f g g h h i i k k l l m n o p q r
R r s s ſ s ſ s t st u u w x y y z z st ſt ſp ſk ſb

Edward Cocker.

A Copying Band

Whereas Abraham Warner
Bernard Lowndes Martin
Johnson Cumin Jar. Francis
Billingham and Simon Young
Ev. Locker

abcdd & ee fghiklallmnopqrsttvuwxyyz

For one man to render to a mes of honour to another is common but for the omnipotent God to doe it to poore miserable man is noe less then marvailous yet in this manner hee speakes of Job, a perfect and upright man.

ABCDEFGHJKLM
NOPQRSTUWXYZ.

Hands for Breviats.

A B 23 C D E F G H I J K L M

N O P Q R S T U V W X Y Z

Great omisses, in this complementing Age: are most commonly ye omisses to small performance. and: and of

A a b c d e f g h i k l l a l l m n o p p q r r s s t st v u w x y y y z

Adam Bilbow Clement Dunford Esq.re Francis Gold-

Henry Jenkin Kenelme Lampen Merchants Nath. Ogle

Paul Quern Ralph Sims Tho. Vine Mr Xy Yz

Written & Engraven by Edw. Cocker.

abcdefghiklmnopqrstuvwxyz&

Cum M. Cacinna tanta mihi familiaritas consuetudoque semper fuit
ut nulla major esse possit. Nam et pater ejus claro homine et forti viro
eluzimum usi sumus et hunc a pueris quod et spem mihi magnam afferebat
summæ probitatis summaque eloquentia et vivebat mecum conjunctissime
non solum officijs amicitiæ sed etiam studijs communibus sic semper dilexi &c

ABCDEFGHIJKLM
NOPQRSTUVXYZ

Aabcdefghiklmnoßgrstvuwwxyz

Euery mans actions are according vnto his minde
irksome or pleasant For bee it neuer so laborious
and painefull if the minde entertaines it w delight
the body vndergoes the trouble and complaines not

AABCDEFGHIKLM
NOPQRSTVWXYZ

ABCDEFGHIJKLMNOPQRSTVWXYZ

Sapientia est rerum divinarum et humanarum scientia cognitioque quæ cuiusque rei causa sit ex quo efficitur vt divina imitetur humana omnia inferiora virtuti ducat Mater omnium bonarum artium est sapientia

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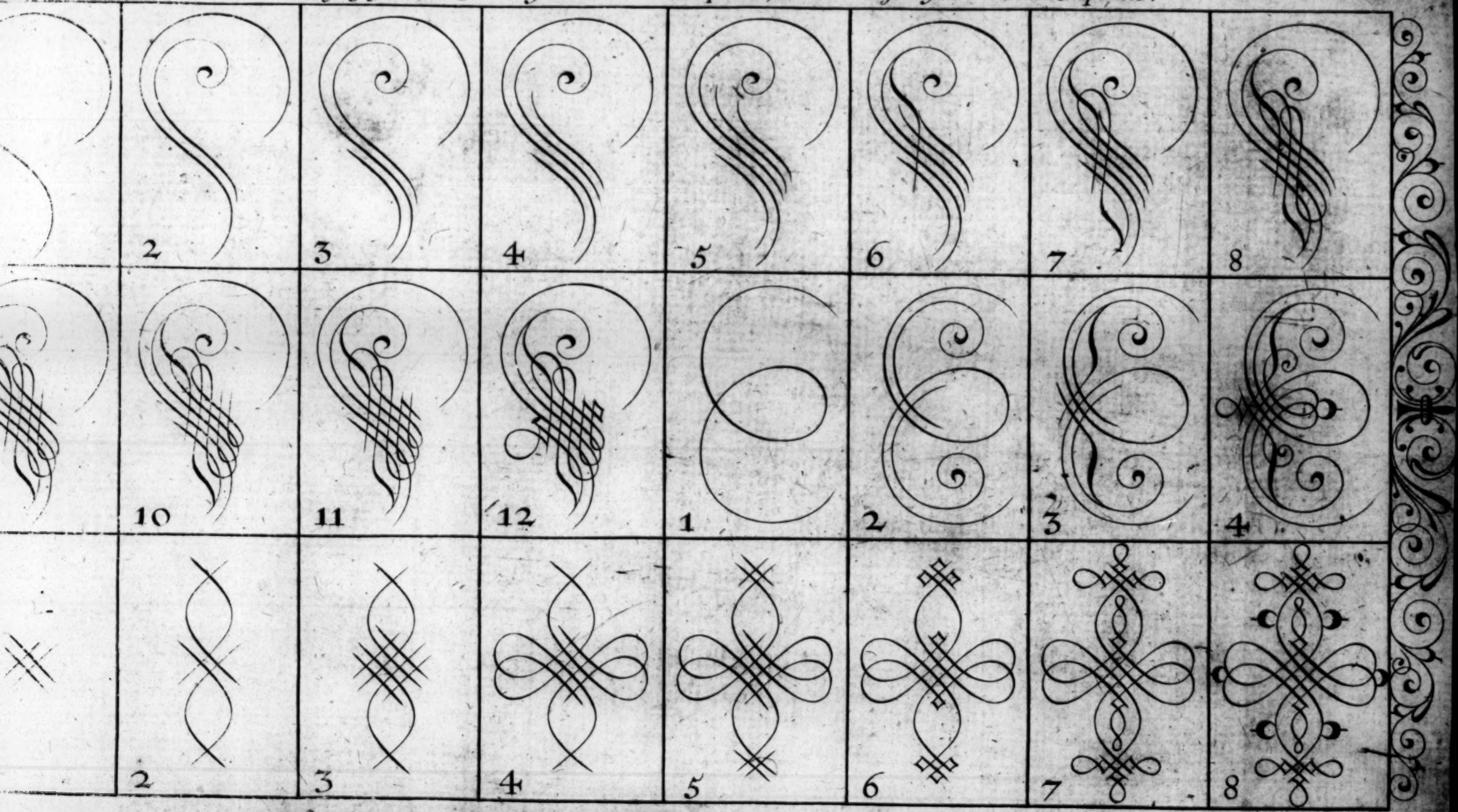
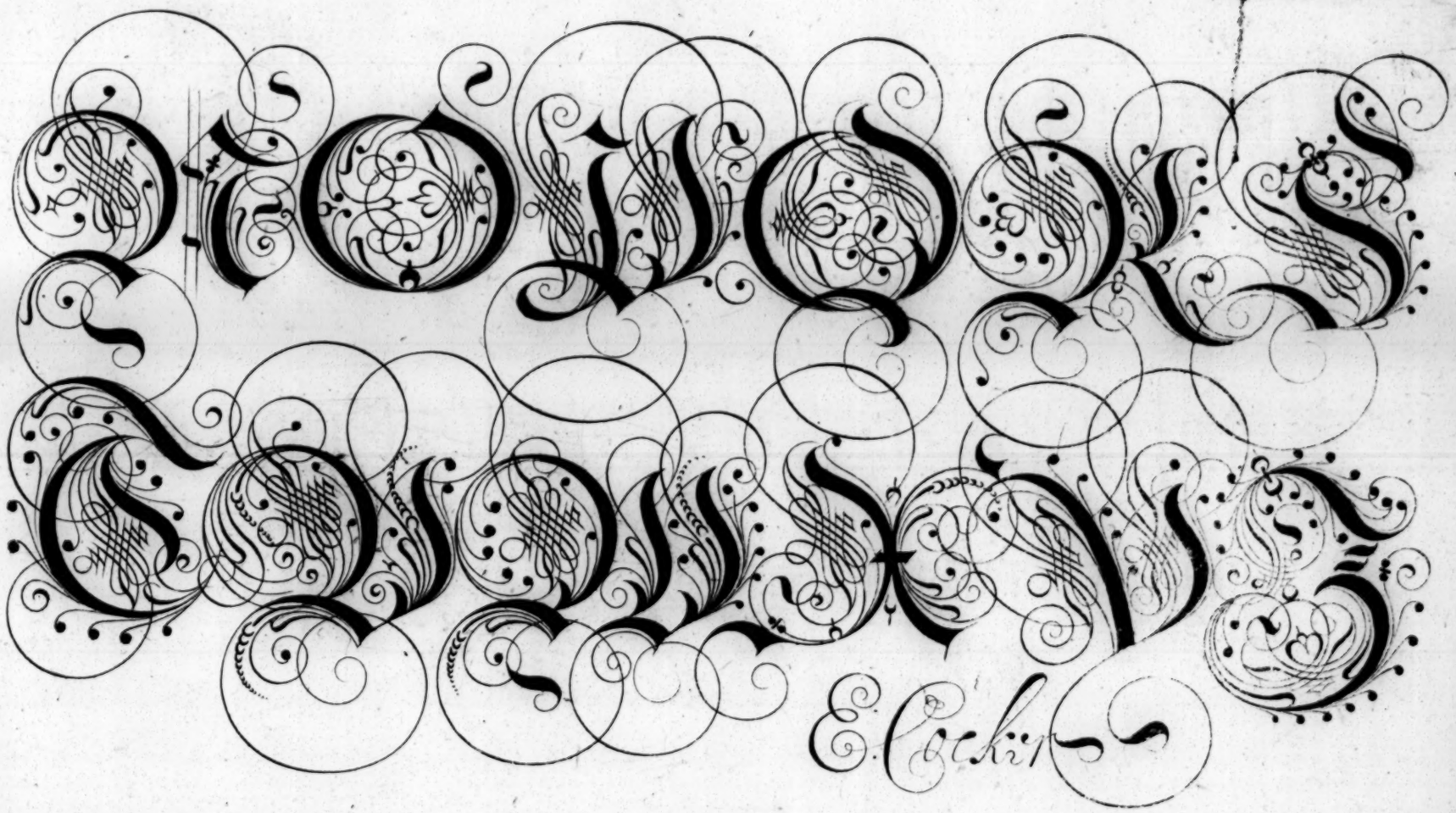
Aabcddeefggiikklmnoppqrrsstvuwxyyzz&c

The making of such Knotts, by their Severall parts, as are most vsed in Text Capitals.



Die Gesetze


E. Cockin

Court.

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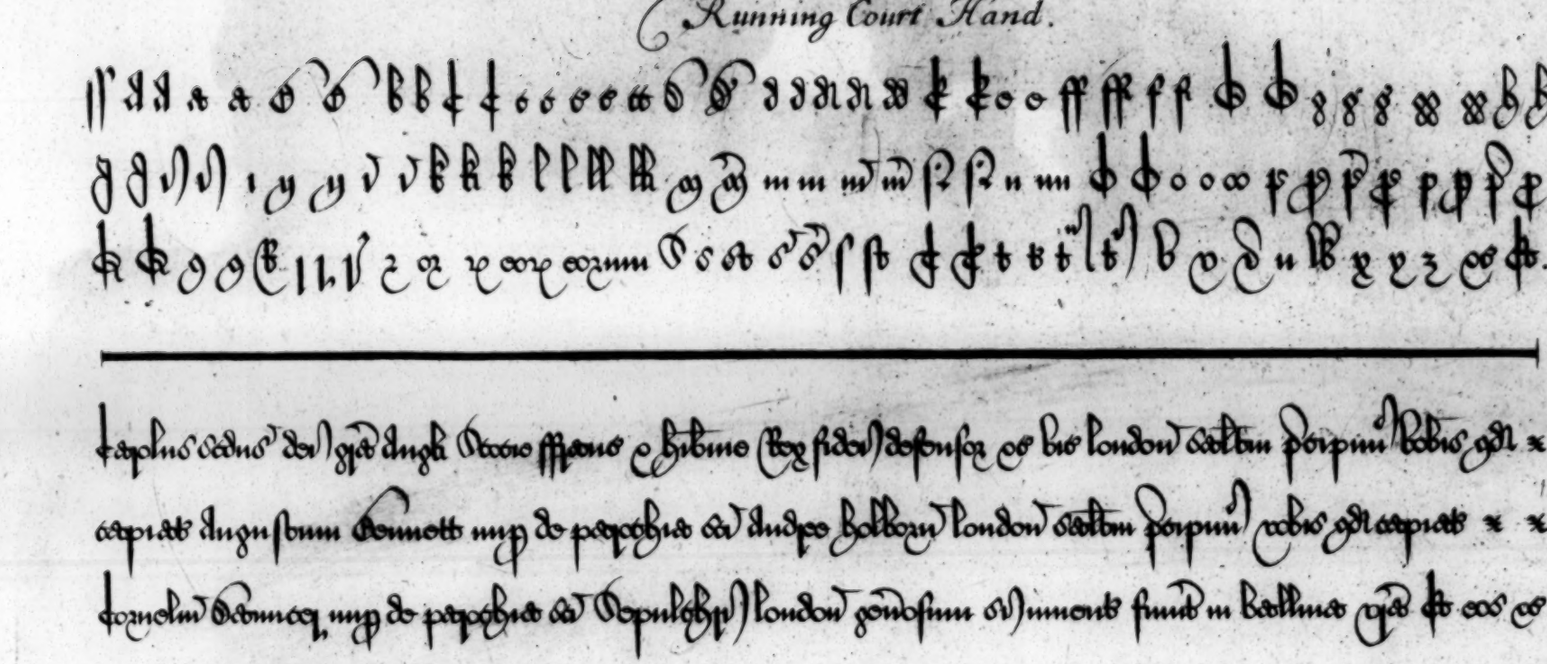
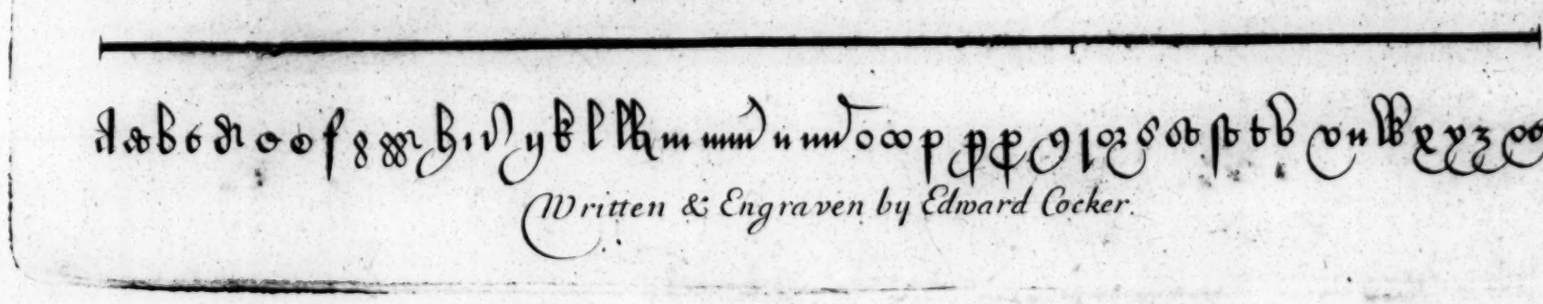
Running Court Hand.





Written & Engraven by Edward Cocker.

Chancery.

Aa Bb Cc Dd Ee Ff Gg Hh Ii Kk Ll Mm Nn Oo Pp Qq Rr Ss Tt Uu Ww Xx Yy Zz, Cotker.

Cotker